

Report for 2 weeks - Ending 7 Jan 1959  
from  
FORMS MANAGEMENT BRANCH

1. Contributions

a. Tangible

- (1) Completed 18 actions requiring the printing of 212,000 copies or sets of blank forms.
- (2) Three new and seven revised forms were approved.
- (3) Seven forms were obsoleted.
- (4) Pouch Project. Completed on 30 December 1958. Through the joint efforts of the OL, OC, CI Staff, OS, RID, SSA-DD/S, O&M-DD/P and the Forms Management Branch members of an Ad Hoc Committee, the following major accomplishments have been made since July 1958.

a. Reduced total monthly pouch weight from 5340 lbs. in July to 4,368 lbs. in November

b. Reduced monthly Forms pouch weight from 3,141 lbs. in July to 1,232 lbs. in November.

c. Reduced the ratio of Forms Weight/Pouch Weight from 58.9% in July to 28.2% in November.

d. Reviewed all forms used by the Agency. Identified those which are essential overseas. Established and defined four shipping categories; then categorized all overseas Forms accordingly.

e. Identified and corrected a substantial number of both underclassified and overclassified forms. This will be continued routinely.

f. Established procedures to provide for routine coordination of all overseas forms by OS, CI Staff and FMB; insuring proper classification, best and cheapest secure shipping Category and related advantages.

g. Published [ ] Dispatches, Pouch Transmission Facilities and Limitations, [ ] Classification of Pouch Material and [ ] Records Management, Overseas Transmission of Agency Forms.

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h. Published an initial list of O/S Forms divided according to shipment categories which will let them be sent O/S by the least expensive means without jeopardizing security or cover. Complete machine tabulating listings are now being published quarterly (Numerical Index of Overseas Forms).

i. Spotlighted previous erroneously published catalogs of Headquarters and Field Forms; an improved and corrected up-to-date version of the Field Catalog was recently published; the Headquarters Catalog will be printed early this year.

j. Reviewed and identified all forms which may be locally reproduced O/S. Arranged for [ ] to print locally all forms (other than specialty) needed by [ ] Stations. Greater use will be made of other [ ] printing facilities in the future, particularly those in [ ] Centralized field supply points are being set up for each area. Headquarters is shipping bulk supplies of specialty-type and other non-locally reproducible forms to those supply points as well as negatives.

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k. Used special [ ] to handle bulk shipments of forms whenever feasible. This is much cheaper than the normal [ ] shipments.

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l. FMB initial review of Shipping Categories lead to category changes in 51 forms through obsolescence, redesignation, or changes in scope of use from O/S to HQ/Only [ ]

m. A typical project benefit in reduce shipping costs is the \$4,615.00 annual savings resulting from changing the shipping category on Form 255a from II to I.

n. Modification of Form 1236, Non-Accountable Material Manifest now permits it to be shipped and handled blank as Category I. Furthermore, the filling-in form can now accompany all material which it transmits; prior to revision, this was not always possible.

b. Intangible

(1) Returned to SD/OL the 219 forms collected some time ago by [ ] with the request that the need for each form and its related procedure be thoroughly reviewed. [ ]

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- (2) Arranged for direct initial distribution of new supplies of cable forms to be made from the [ ] (immediately upon receipt) to the Cable Secretary. This innagurates a new service jointly developed by FMB - SD/OL. [ ]

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- (3) Arranged for consultation by members of [ ] staff with Mr. Owens (representing Uarco) on problems connected with Form 610a Routing and Record Sheet (continuous). [ ]

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- (4) At [ ] request rewrote an article for the Support Bulletin on the Suggestion Awards Program, "Everything Worthwhile Started With An Idea".

2. Assignments - Active

- (1) Nine new and 19 revisions.
- (2) Ten employee suggestions.
- (3) Received from OC/E, requests for two new forms, the "Request for Approval of Form", Form No. 30, reflecting the procedural purpose of these new forms indicates they are to be used for recording and controlling material allocated to that Division. It appears these new forms have stemmed from identical forms (No. 16a and 16b) used in OL. As a consequence of this situation [ ] is making a study to:

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1. Determine if OL is presently maintaining similar records on OC/E equipment.

2. Determine the need for OC/E to maintain records similar to those maintained in OL.

- (4) All other projects continue unchanged.

3. News

1. [ ] returned from annual leave

2. [ ] will be resurveying all forms used in Central Processing Branch. [ ] will work with him on this as our liaison officer.

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